



City of Allentown

APPLICATION FOR ANNUAL LICENSE TO OPERATE A MOBILE FOOD UNIT

INSTRUCTIONS: Complete **BOTH** sides of the application and the self-inspection form. Send the completed application, the total fee indicated below and the self-inspection form to the Allentown Health Bureau, Environmental Services Division, 410 City Hall, 435 W. Hamilton St., Allentown, PA 18101. **A late fee of \$25.00 per month will be charged for overdue licenses.** Make check or money order payable to the City of Allentown, Bureau of Health. **DO NOT SEND CASH.** Call 437-7759 if you have any questions.

NOTE: A license will not be issued until the license application, including reverse, is fully completed and the mobile unit complies with all applicable regulations.

Section A - Mobile Unit Information	
Name	_____
Depot Address	_____
Phone	() _____

Section C - Commissary Information	
Facility Name	_____
Address	_____
Phone	() _____
Operator or Manager	_____

Section B - Mobile Unit Owner Information	
1. Type of Ownership:	_____
_____ Corporation	_____ Partnership
_____ Other (specify)	_____ Owner/Operator
2. Owner's Name	_____
3. Chief Officer's Name	_____
4. Title	_____
5. Business Address	_____
6. Phone	() _____
7. Where should all future correspondence be mailed? Please check one.	_____
_____ Depot address in Section A	_____ Business Address in Section B

Application is hereby made for a license to operate a mobile food unit. By this application, I agree that the mobile unit will comply with all applicable ordinances and regulations including the requirement that **I contact the Allentown Health Bureau prior to making any changes to my mobile food unit.** It is further agreed that said mobile unit shall be available for inspection by the Allentown Health Bureau. I also understand that the license issued is **NOT TRANSFERABLE.** I hereby certify that I have applied for a sales and use tax license or exemption from the PA Department of Revenue as of the date of this application understanding that any false representation is subject to penalty under 18 PA. C.S. § 4903 and 4904.

SIGNATURE _____ TITLE _____ DATE _____

License/Operational Fees			
Fee per Mobile Unit		Number of Units	Total Fee
License Fee	\$1.00		
Operational Fee	\$200.00		
TOTAL	\$201.00	X	=

OR HEALTH BUREAU USE ONLY	
Amount Rec'd	Approved By
Date Rec'd	Date
License# Issued	_____
Expiration Date	_____

MOBILE UNIT DATA
(EACH MOBILE UNIT MUST HAVE A SEPARATE LICENSE)

Vehicle #	Make and Model	Color and Markings	PA License #	AHB License #
1				
2				
3				
4				
5				
6				
7				
8				

NOTE: Each mobile unit should be clearly marked with your business name and the vehicle's number.

FOR EACH MOBILE UNIT LISTED ABOVE, PLEASE INDICATE BELOW THE LOCATION OF YOUR DAILY STOPS IN ALLENTOWN.

Unit 1 <hr/> <hr/> <hr/> <hr/>	Unit 5 <hr/> <hr/> <hr/> <hr/>
Unit 2 <hr/> <hr/> <hr/> <hr/>	Unit 6 <hr/> <hr/> <hr/> <hr/>
Unit 3 <hr/> <hr/> <hr/> <hr/>	Unit 7 <hr/> <hr/> <hr/> <hr/>
Unit 4 <hr/> <hr/> <hr/> <hr/>	Unit 8 <hr/> <hr/> <hr/> <hr/>

CITY OF ALLENTOWN – BUREAU OF HEALTH

MOBILE FOOD FACILITY GUIDELINES

GENERAL

All mobile food facilities shall comply with these guidelines and requirements of the City of Allentown Food Service Sanitation Ordinance #14189.

The Bureau of Health may impose additional requirements or modify or waive requirements at its discretion.

A plan review application, including license application and fee, must be submitted to and approved by the Bureau of Health prior to operation.

A commissary or depot may be required when additional storage, food preparation or cleaning facilities are needed beyond the capacity of the mobile food facility. All commissaries or depots must be approved and licensed by the regulatory agency having jurisdiction over the location of the commissary or depot. A copy of the most recent inspection report of the commissary or depot from the appropriate regulatory agency must be provided upon request.

Certain restrictions on the location of operation and sales, as well as restrictions on the location of a commissary or depot may apply. Consult the Bureau of Zoning at 610-437-7630 prior to operation to determine the suitability of proposed locations of operation.

CONSTRUCTION

Physical Facilities

- All materials used in construction of a mobile food facility shall be durable, corrosion-resistant and nonabsorbent.
- Floors, walls and ceilings must be smooth and easily cleanable.
- A mobile food facility must be fully enclosed and have tight-fitting windows and doors.
- Windows or doors intended to be open for ventilation or food service shall be protected by 16 mesh screens, air curtains or other effective means to protect against insects, rodents, dust, inclement weather or other possible contamination.
- Certain limiting conditions may eliminate the need for enclosure (e.g., a mobile unit operated inside a building). This determination will be made solely by the Bureau of Health.

Water Supply

- Water shall be potable and obtained from an approved source.
- Hot (110°F) and cold running water under pressure shall be provided and functional when the vehicle is mobile or stationary.
- This water system must be closed from the filling inlet to the discharge outlet.
- Materials used in construction of a water tank system shall be of safe material, durable, corrosion resistant, nonabsorbent and easily cleanable.
- The water-filling inlet must be designed to protect from contamination and be provided with a hose connection of different size and type from the waste retention-tank flushing connection.
- Separate hoses must be used for filling the water tank and flushing the retention tank.
- The water storage tank shall have a minimum capacity of one day's use (minimum 3 gallons).
- Back flow/ back siphonage devices must be installed at the supply connection.

Sewage and Waste Water

- A liquid waste retention tank must be provided that is at least 15% larger in capacity than the water supply tank.
- All waste water must be disposed of in a sanitary sewage system. Waste water shall not be discarded on the ground or into a storm water drain.

Dishwashing Facilities

- Adequate dishwashing facilities must be provided to wash and sanitize equipment that is soiled or contaminated. This shall consist of a three-compartment sink set up to accomplish a wash-rinse-sanitize-air-dry method of dishwashing. Where only utensils such as spatulas or tongs are used, and only stationary equipment must be cleaned, a two-compartment sink may be approved at the sole discretion of the Bureau of Health.
- When all food is commercially packaged and served unopened, dishwashing facilities are not required.

Handwashing Facilities

- The mobile food facility must have a handwashing sink with hot and cold running water under pressure.
- The handwashing sink must be provided with soap, single-use paper towels and a waste receptacle.
- When all food is commercially packaged and served unopened, chemically treated towelettes may be used.

Equipment

- All equipment shall meet the design and construction requirements as specified in the Food Service Sanitation Ordinance (NSF or equivalent).
- All equipment shall be installed in accordance with all applicable code requirements for construction and fire safety.
- All equipment must be adequate for its intended use, well maintained and easily cleanable.
- Mechanical refrigeration units are required and must be capable of holding product at 41°F or below, and must be supplied with an accurate thermometer.
- Cooking equipment must be capable of cooking foods to the appropriate temperature.
- Hot holding units must be capable of holding foods at 135°F or above.

Refuse

- A leak-proof trash container with a tight-fitting lid must be provided.

OPERATION

Food

- All food shall be clean, wholesome, free from spoilage and adulteration, and safe for human consumption.
- All food shall be from approved, licensed/registered sources. **Foods prepared or canned in private homes are strictly prohibited.**
- **Food shall be protected from sources of contamination at all times.** Foods must be placed in protected locations during storage, preparation, cooking, serving or display. Food must be stored off the ground and covered to protect it from contamination, use plastic wrap, foil or lidded containers; do not use cloth to cover food.
- Raw fruits and vegetables must be thoroughly washed before preparation.
- **Potentially hazardous foods** such as meat, poultry, fish and dairy products must be kept **below 41°F or above 135° at ALL TIMES.** Adequate mechanical refrigeration and /or hot holding equipment must be provided.
- Potentially hazardous foods must be cooked to heat all parts of the food to a minimum internal temperature of **at least 145° except:**
 - o **Ground meats** (beef, pork, veal, lamb, sausage) must be cooked to **at least 155°F.**
 - o **All poultry** (including ground poultry) and stuffings must be cooked to **at least 165°F.**
 - o **Roasts** (beef, pork, ham) must be cooked to **at least 130°F for 112 minutes or 158°F for 1 second.**
 - o **Fruits and vegetables** must be cooked to **at least 135°F.**
 - o Use a metal stem probe thermometer to check food temperatures.

- All ice must come from approved sources and shall be stored in closed containers approved for food storage.
- Ice used for food and drink storage may not be used in drinks or as ingredients in food.
- Foods and drinks stored in ice must be in packaging that will not leak, such as sealed cans, bottles or plastic containers with tight-fitting lids.

Handwashing and Employee Hygiene

- Hands must be washed before starting work, when changing gloves, after smoking or going to the toilet, and as often as necessary to remove any contamination.
- No bare hand contact with ready-to-eat food is permitted. Use disposable gloves or clean utensils. Change gloves between tasks and when gloves become soiled.
- All food handlers must wear clean clothes, hair restraints and maintain a high degree of personal cleanliness. No smoking is permitted in the mobile food facility, or by the operator when engaged in any food service activity (e.g. loading, serving foods).

Dishwashing and Cleaning

- All food contact surfaces such as cutting boards, work tables, utensils and food preparation equipment must be cleaned and sanitized after each use.
- Approved sanitizer at adequate strength must be used for sanitizing as the 3rd step in dishwashing and for sanitizing food contact surfaces.

Supervision

- A **Person-in-charge** shall be present at all times and is responsible for overseeing food handling practices and staff hygiene, as well as excluding and restricting ill staff. No person can work as a foodhandler if they have a disease which can be transmitted by foods, or have symptoms of vomiting, diarrhea, jaundice, or fever, or have boils, infected wounds or sores on hands or arms.
- At least one employee shall have a current **Food Employee Certification** issued by the PA Department of Agriculture. A copy of the certificate must be present at the temporary facility. Non-profit organizations (churches, youth leagues, civic associations, etc.) are exempt from this requirement.

The Bureau of Health may impose additional requirements or modify or waive requirements at its discretion.

If you have any questions contact the Allentown Health Bureau at (610) 437-7759.